



Human Resources

DATE POSTED: October 7, 2005

REQ. # 05-247

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-07-2005** TO **10-13-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
LIBRARY - LAKEWOOD PARK BRANCH

POSITION AVAILABLE
LIBRARIAN III - BRANCH SUPERVISOR

OF OPENINGS
1

STARTING SALARY
\$36,720.74 / year

COMMENTS
Full time position which includes one night per week; rotating Saturday schedule with occasional Sunday hours. Must have a MLS degree, prefer applicant to have Public Library experience. Operates Branch facility and Bookmobile; oversees Books-by-mail program. Supervise and evaluate 10 employees. Work with community in promoting programming efforts for local population. Book selection and reader's advisory a must for the position. Driving position.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 862
PAY GRADE 19
SALARY : \$36,720.74 - \$57,844.80
LIBRARIAN III

MAJOR FUNCTION: Professional administrative work which involves responsibility for the administration and effective operation of a major division of the Library System.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of professional library principles, methods, materials, practices and techniques. Knowledge of current literature, trends, and developments in the field of library and information science and administration appropriate to the areas of specialization. Knowledge of library reference materials and tools of research. Knowledge of a variety of books and authors, and of reader interest levels. Working knowledge of computers and their application in the library. Knowledge of general community needs and interests in relation to library services in areas of specialization. Knowledge of principles of supervision, organization, and administration. **Abilities:** Ability to analyze administrative library problems and to implement their solution. Ability to plan, organize and direct the work of professional, sub-professional, and clerical subordinates. Ability to interpret library policies and objectives to community groups, public officials and the general public. Ability to maintain fiscal and administrative records and to prepare reports. Ability to express ideas effectively orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to input data into a computer terminal.

ESSENTIAL JOB FUNCTION: Supervises and participates in technical and professional library activities in ordering, cataloging, classifying and indexing books, documents, and periodicals. Develops cataloging procedures and gives instructions in cataloging techniques. Classifies and catalogs printed and non-print library materials following national standards, assigning appropriate standard subject headings. Researches and creates online authority records for database uniformity and cross-reference generation. Supervises Bookmobile service programs. Initiates community contacts in the interest of the Library System. Supervises staff development and training. Provides reader advisory for Library patrons. Confers with Library patrons about complaints or other public relations matters. Compiles lists of expenditures and book ordering for a specified program or division. Reviews periodical and book lists and recommends periodicals and books for purchase. Supervises and participates in activities related to children's, special or technical services. Instruct personnel in the use of the Library facilities such as online catalog searching, subject bibliographies, and reference tools and techniques. May serve as administrator for the automated library system. Instruct personnel in the safe operation of Library equipment and maintenance of the Bookmobile. Presents talks on books and Library services before community groups. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Very frequent use of good near vision, good hearing. Occasional walking and standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a sedentary position. Some areas of the library facilities have high dust levels, which may cause allergic reactions. Occasional stressful interactions with irate patrons.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

EDUCATION: Master's degree in Library/Information Science from a college or university accredited by the American Library Association. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: At least three (3) years library experience, two (2) of which must be in responsible supervisory or administrative work, experience in a public library preferred.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License may be required and a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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